

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES ASSISTANT -  
Employment

SALARY GROUP: B12

DEPARTMENT: Human Resources Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Mandy Flinn DATE: 05/05/2022

POSITION #: 004454

**I. JOB SUMMARY**

Performs entry-level human resources administrative and technical assistance work. Work involves assisting with human resources administrative and technical support activities within a human resources management program. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Reviews and processes employment eligibility verification documents, correctional officer transfer requests, administrative reassignments, emergency transfer requests, non-correctional to correctional requests, unit changes, and unit swaps; ensures compliance with agency policies, procedures, rules, and regulations; assists in coordinating the application process; and prepares reports and related documentation.
  - B. Receives, tracks, and reviews documentation to ensure compliance with federal laws; assists in coordinating and maintaining complex record keeping and filing systems to include automated information systems; and assists in implementing solutions to problems and new procedures.
  - C. Provides technical assistance regarding the reverification of employment authorization documents, employee transfer requests and reassignments, and departmental operational procedures; and assists in the execution of human resources policies and procedures.
  - D. Extends offers of employment to current non-correctional employees for correctional officer positions; schedules drug testing; calculates and verifies salaries; and determines pre-service training academy eligibility.
  - E. Performs criminal information searches and retrieval using the Texas Department of Public Safety criminal history system access.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. One year full-time, wage-earning customer service, clerical, administrative support, or technical program support experience. Fifteen semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each six months of experience.

Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Society for Human Resource Management – Certified Professional (SHRM-CP), or Society for Human Resource Management – Senior Certified Professional (SHRM-SCP) certification may substitute for two years of experience.

A Human Resources Certificate from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may substitute for one year of experience.

3. Human resources experience or general office experience that includes human resources-related functions preferred.
4. Computer operations experience preferred.
- \* Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.  
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of the principles and practices of human resources management.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.

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Page 3 of 3

4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to plan work in order to meet established guidelines.
10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.